Chapter 2 Procedures

Function
Overview

This section describes the key events to establish, maintain and inquire vendor database records in AGPS. The vendor tables contain the vendor's name and address(es), business profile, award history and performance information. Each agency will have designated users who can request new vendor records. In addition, virtually all agency users will be able to inquire vendor records for vendor identification purposes; e.g., to obtain the vendor number that must be entered on the order.

Vendor information is maintained through a common screen shared by two users: AGPS and accounting. Initial entry of both accounting and purchasing vendors is accomplished on the VENC screen. VENC contains basic information such as the vendor number, general address, remittance address and some business profile information. A vendor may have a general and remittance address on the VENC table. Each vendor is assigned a location suffix to the vendor number. This suffix is used to denote multiple locations for the same vendor. A suffix of 00 is assigned to the parent location and each additional location will add a new suffix.

In addition, the vendor may have specialized addresses in the vendor address (VADR) table. The general address is referred to as a "Type 1"; a purchasing-specific address for solicitation mailing as "Type 2", and order mailing as "Type 3". "Type 4" is reserved for the remittance address. Type "1" and Type "4" addresses can only be entered or changed on VENC.

Other, purchasing-specific vendor profile information is entered via change action on the VEND and VEN2 screens. This information is normally requested on State Purchasing's vendor registration form.

Upon receipt of the completed registration form, the information is entered into AGPS. The vendor will receive solicitations for those commodities or services for which the vendor is properly registered. When the vendor submits a bid, the bid is recorded into AGPS and a history of that vendor's past bid performance is maintained. At the time of award, the vendor's record is updated with the bid and award history.

From time to time, a vendor will request a solicitation or submit a bid even though the vendor is not in the vendor database. This type of vendor is referred to as a casual vendor. In order to provide a solicitation to the vendor or record a bid for the vendor, purchasing must record the vendor in the vendor database. Again, this is accomplished on the VENC screen. Initial vendor add on VENC automatically sets the vendor status code to "5" in purchasing, indicating this is a casual vendor record. OSRAP will be responsible for activating vendors after review of all information entered.

The vendor must provide an FEIN or SSAN (Federal Employer Identification Number or Social Security Account Number) and an address. Users need to verify that a vendor's record is not already present before attempting to add a new one. This inquiry can be accomplished by vendor number on the VENC or VEND screen, using only the FEIN or SSN. Alternatively, if the user only knows the vendor name, a name-to-number cross reference is available on the VNAM screen.

During the performance of an order or contract, a vendor may fail to comply with some aspect of the order or contract. Complaints can be entered into AGPS against the vendor. Resolution of the complaint will be sought and the results recorded in the vendor database.

When a vendor fails to perform as prescribed in the order or contract, the person using the commodities or services should issue a complaint against the vendor. This complaint is forwarded to the purchasing office where it is evaluated and recorded against the vendor. The evaluation will determine if the complaint is valid and should be forwarded to the vendor.

The complaint is recorded in the Vendor Complaint Table using the VCO2 transaction. The basic characteristics of the complaint are entered and are available for reporting. A vendor complain form can be printed. To activate the VCO2 record, additional data (Agency Contact, Complaint Name) must be entered using the VCO3 transaction.

Each complaint registered in the Vendor Complaint Table should be resolved. This process occurs as the purchasing agency contacts the vendor and seeks resolution. This may be done formally by written correspondence or informally, whichever is the acceptable procedure in the purchasing office. Whatever action is taken, that action should be coded into the Vendor Resolution Table using transaction ID VRES to record a brief description (210 characters) of the action taken and/or the vendor's response.

AGPS offers other screens which are primarily for INQUIRY. The screens are helpful to all levels of management.

1 ADD/MAINTAIN VENDOR RECORDS

1.1 Add Common Vendor Record

Overview   The AGPS user will have the capability to add required vendor header records to AGPS. This is accomplished by use of the VENC screen.

Inputs
- Required vendor code (FEIN or SSAN)

- Required vendor name

- Required vendor main address (city, state, zip)

- Required parish code if state is LA

- Required country code

- Required contact person

- Required contact phone

- Required FEIN/SSAN

- Required primary vendor indicator

- Required 1099 vendor indicator

- Required master vendor indicator

- Required backup withholding indicator

- Required requesting agency

Outputs
- Updated VEND Table

**Completing
The Procedure**

Cross-Reference	Steps

1.   Determine vendor requirements for AGPS. As mentioned earlier, users need to verify that a vendor's record is not already present before attempting to add a new one. This inquiry can be accomplished by vendor number on the VENC screen, using only the FEIN or SSN. Alternatively, if the user only knows the vendor name, a name-to-number cross reference is available on the VNAM screen.

The **vendor number** consists of a nine digit vendor number and two digit location code for eleven digits. The first nine will be the vendor's FEIN or SSAN. The two digit location code will be used to denote multiple locations for the same vendor. The parent location code should be **00**.

2.   Add VEND Table record data into AGPS.

VEND 4: VENC

a.   If you are not in the VENC screen, type **VENC** in the Function Line and press RETURN/ENTER.

b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.

c.   Using the TAB key, move to Vendor Code field and type desired vendor's Federal Employer Identification Number or Social Security Number plus 2-digit suffix.

d.   Using the TAB key, move to Vendor Name 1 field and type desired vendor name. Only use Vendor Name 2 field as a continuance if name will not fit on Name 1 field.

e.   Using the TAB key, move to Vendor Address 1 field and type desired vendor address. Only use Vendor Address 2 field as a continuance if address will not fit on Address 1 field. Use postal regulations in typing address. If address has a Suite, Attn, floor, etc. put on field 1 and put actual address on field 2. Do not put commas, dashes, or periods in address fields.

f.   Using the TAB key, move to City/ST/Zip field and type desired vendor city, state and zip code.

g.   Using the TAB key, move to Parish field and type desired parish code for vendor address if state is LA.

Cross-Reference   Steps

h.   Using the TAB key, move to Country field and type desired country code for vendor address.

i.   Using the TAB key, move to Contact Person field and type desired contact person name.

j.   Using the TAB key, move to Phone field and type desired phone number for the vendor contact (area code - prefix- number-extension).

k.   Using the TAB key, move to Email field and type desired email address.

l.   Using the TAB key, move to Fax Number field and type desired fax number (area code – prefix – number).

NOTE: If the vendor's Remit To Address (address for sending payments) is different than the general (main) address, repeat steps e-l.

<u>Cross-Reference</u>   Steps

      3.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.2 Change Vendor Header Table

Overview   The AGPS user has the capability to change vendor header record's data in AGPS. This is accomplished by use of the VENC and VEND screens.

Inputs
- Required vendor number

- Required change to vendor name

- Required change to vendor main address (city, state, zip)

- Required change to parish code if state is LA

- Required change to country code

- Required change to contact person

- Required change to contact phone

- Required change to vendor main or remit to email address

- Required change to vendor main or remit to fax number

- Required change to FEIN/SSAN

- Required change to primary vendor indicator

- Required change to 1099 vendor indicator

- Required change to master vendor indicator

- Required change to backup withholding indicator

- Required change to prevent deletion indicator

- Required change to requesting agency

- Required change to activation

- Required change pay to agency

- Required change to status code

- Required change to DBA name

- Required change to contact title

●   Required change to contact toll free number

●   Required change to previous name

●   Required change to previous/new number

●   Required change to suspend/debar date

●   Required change to expiration date

●   Required change to suspend/debar type

Outputs   ●   Updated VEND Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine vendor header data changes.

2.   Change VENC screen data in AGPS.

VEND 4: VENC   a.   If you are not in the VENC screen, type **VENC** in the Function Line and press RETURN/ENTER.

        b.   Type **INQUIRE** in the Function Line.

        c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

        d.   Press RETURN/ENTER. Requested VENC record should be displayed.

3.   Type **CHANGE** in the Function Line.

     NOTE: Vendor must be inactivated to change.

        a.   Using the TAB key, move to Vendor Name 1 field and type desired vendor name.

        b.   Using the TAB key, move to Vendor Address 1 field and type desired vendor address.

        c.   Using the TAB key, move to City/ST/Zip field and type desired vendor city, state and zip code.

Cross-Reference   Steps
_____   _____

        d.   Using the TAB key, move to Parish field and type desired parish code for vendor address if state is LA.

        e.   Using the TAB key, move to Country field and type desired country code for vendor address.

        f.   Using the TAB key, move to Contact Person field and type desired contact person name.

        g.   Using the TAB key, move to Phone field and type desired phone number for the vendor contact (area code - prefix- number-extension).

        h.   Using the TAB key, move to Email and type desired email address.

        i.   Using the TAB key, move to Fax Number and type desired fax number (area code – prefix – number).

        NOTE: To change data in the Remit To Address, perform steps b-i.

4.   Change VEND screen data in AGPS.

Cross-Reference   Steps

Previous/New number must be a valid vendor number consisting of a nine digit vendor number and two digit location code for eleven digits. The vendor number will be either the vendor number that the vendor was previously registered by or if updating the old vendor record, the new vendor number that the vendor is registered under in VENC.

AGCY 4: AGCY   **Pay To Agency** must be valid and active record in the AGCY Table.

VEND 4: VEND   a.   If you are not in the VEND screen, type **VEND** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

d.   Press RETURN/ENTER. Requested VEND record should be displayed.

5.   Type **CHANGE** in the Function Line.

a.   Using the TAB key, move to Pay To Agency field and type desired pay to agency number.

b.   Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Suspending vendor	Type status code = **3**
Debarring vendor	Type status code = **4**
Making vendor a casual vendor	Type status code = **5**
Purging vendor	Type status code = **9**

c.   Using the TAB key, move to DBA Name field and type desired doing business as vendor name, e.g., IBM.

d.   Using the TAB key, move to Contact Title field and type desired contact person title.

Cross-Reference   Steps
_____   _____

      e.   Using the TAB key, move to contact Toll Free Number field and type desired contact person's toll free phone number.

      f.   Using the TAB key, move to Previous Name 1 field and type desired previous vendor 1 name under which this vendor was registered.

      g.   Using the TAB key, move to Previous Name 2 field and type desired previous vendor name 2 under which this vendor was registered.

      h.   Using the TAB key, move to Prev/New No field and type desired previous/new vendor number.

      i.   Using the TAB key, move to Suspend/Debar Date field and type desired date for suspension/debarment of a vendor.

      j.   Using the TAB key, move to Expiration Date field and type desired date for expiration of suspension/debarment of a vendor.

      k.   Using the TAB key, move to Suspend/Debar Type field and type desired type code for suspension/debarment of a vendor.

6.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.3 Inquire Vendor Header Table

Overview   The AGPS user has the capability to inquire vendor header record(s) in AGPS. This is accomplished by use of the VEND screen.

Inputs   ●   Required vendor number

Outputs   ●   Display of requested VEND Table record

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine vendor header record(s) to be inquired.

2.   Inquire VEND Table record(s) in AGPS.

VEND 4: VEND   a.   If you are not in the VEND screen, type **VEND** in the Function Line and press RETURN/ENTER.

                           b.   Type **INQUIRE** in the Function Line.

                           c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

3.   Press RETURN/ENTER.

                           NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested VEND Table record.

2 MAINTAIN VENDOR BUSINESS INFORMATION RECORDS

2.1 Change Vendor Header Table #2

Overview

The AGPS System Administrator has the capability for adding and maintaining vendor business data/information required for processing in AGPS. This is accomplished by use of the VEN2 screen. This screen provides the user with additional data elements that pertain to business information. Examples of this information are Company Size, Business Type, Ethnicity, Reciprocity State, Number of Employees and various certification/registration dates may be entered. If the user desires to update this screen, it is done with a CHANGE function.

Inputs

- Required vendor number

- Required vendor business data/information

Outputs

- Updated VEND Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine a vendor's business data/information requirements.

INST 4: BTAB   **Business Type** must be valid entry in BTAB Table BU (Business Type).

Organization Type must be valid entry in BTAB Table OT (Organization Type).

Business Ownership must be valid entry in BTAB Table BO (Business Ownership).

Ethnicity must be valid entry in BTAB Table EC (Ethnicity Code).

Rating Code must be valid entry in BTAB Table VR (Vendor Rating).

Company Size must be valid entry in BTAB Table CZ (Company Size).

Incorporation State must be valid entry in BTAB Table ST (State Code).

Gross Revenue must be valid entry in BTAB Table GR (Gross Revenue).

Cross-Reference   Steps

Reciprocity State must be valid entry in BTAB Table ST (State Code).

2.   Add/Change vendor business data in AGPS.

VEND 4: VEN2   a.   If you are not in the VEN2 screen, type **VEN2** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

d.   Press RETURN/ENTER. Requested vendor record should be displayed.

3.   Type **CHANGE** in the Function Line.

a.   Using the TAB key, move to Business Type field and type desired business type.

b.   Using the TAB key, move to Organization Type field and type desired organization type.

c.   Using the TAB key, move to Business Ownership field and type desired business ownership code.

d.   Using the TAB key, move to Ethnicity field and type desired ethnicity code.

e.   Using the TAB key, move to Rating Code field and type desired vendor rating code.

f.   Using the TAB key, move to Bid Appl Recd Date field and type desired vendor bid application receipt date.

g.   Using the TAB key, move to Dun And Brad No field and type desired vendor Dun and Bradstreet Number.

h.   Using the TAB key, move to Remittance Vendor field and type desired remittance vendor number if different from vendor record vendor number.

Cross-Reference   Steps

     i.   Using the TAB key, move to Remittance Suffix field and type desired remittance vendor location (suffix) if different from vendor record vendor number location (suffix).

     j.   Using the TAB key, move to Incorporation State field and type desired state code.

     k.   Using the TAB key, move to Company Size field and type desired company size code.

     l.   Using the TAB key, move to Gross Revenue field and type desired gross revenue code.

     m.   Using the TAB key, move to Incorporation Date field and type desired date (MM/DD/YY).

     n.   Using the TAB key, move to Number of Employees field and type desired number.

     o.   Using the TAB key, move to Out of State field and type desired out of state indicator (Y/N).

     p.   Using the TAB key, move to Payment Hold field and type desired payment hold indicator (Y/N).

     q.   Using the TAB key, move to Reciprocity State field and type desired reciprocity state for this vendor if out of state.

     r.   Using the TAB key, move to Independent Owned File field and type desired indicator (Y/N).

     s.   Using the TAB key, move to Minimum Quotation field and type desired dollar amount (dollars/cents).

     t.   Using the TAB key, move to Out of Country field and type desired indicator (Y/N).

     u.   Using the TAB key, move to Stkhldr Disclosure field and type desired indicator (Y/N).

     v.   Using the TAB key, move to Date Filed field and type desired date for filing of stock holder disclosure.

Cross-Reference   Steps

    4.   Press RETURN/ENTER.

          NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.2 Inquire Vendor Header Table #2

Overview   The AGPS user has the capability for inquiry of vendor business data/information required for processing in AGPS. This is accomplished by use of the VEN2 screen.

Inputs   ●   Required vendor number

Outputs   ●   Display of requested VEND Table data

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine the vendor's business data/information to be inquired.

2.   Inquire vendor business data in AGPS.

VEND 4: VEN2   a.   If you are not in the VEN2 screen, type **VEN2** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

3.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested vendor business data.

3 ADD/CHANGE VENDOR ADDRESS RECORDS

3.1 Add Vendor Address Table

Overview

The AGPS user has the responsibility to add required vendor address records for existing vendor header records for processing in AGPS. This is accomplished by use of the VADR screen.

Inputs

● Required vendor number

● Required address type

● Required vendor address information

● Required vendor contact information

Outputs

● Updated VADR Table

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine a vendor's address requirements.

INST 4: BTAB

Address Type must be valid entry in BTAB Table VA (Vendor Address Type).

State code must be valid code in BTAB Table ST (State Code).

Country Code must be a valid entry in BTAB Table CR (Country Code).

Parish Code must be a valid entry in BTAB Table CC (Parish Code).

2. Add VADR record data into AGPS.

VEND 4: VADR

a. If you are not in the VADR screen, type **VADR** in the Function Line and press RETURN/ENTER.

b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.

Cross-Reference   Steps

c. Using the TAB key, move to Vendor Number field and type desired vendor number.

d. Using the TAB key, move to Address Type field and type desired address type.

Note: Type 1 and Type 4 can only be added on VENC.

If ...	Then ...
Solicitation mailing address	Type address type = **2**
Order mailing address	Type address type = **3**
Correspondence mailing address	Type address type = **5**

e. Using the TAB key, move to Address Line 1 field and type desired vendor address line 1.

f. Using the TAB key, move to City field and type desired city for vendor address.

g. Using the TAB key, move to State field and type desired state code for vendor address.

h. Using the TAB key, move to Zip Code field(s) and type desired zip code for vendor address.

i. Using the TAB key, move to Country Code field and type desired country code for vendor address.

j. Using the TAB key, move to Parish Code field and type desired parish code for vendor address.

k. Using the TAB key, move to Contact Person field and type desired contact person name.

l. Using the TAB key, move to Contact Position field and type desired contact person title.

m. Using the TAB key, move to Contact Phone field(s) and type desired contact phone number.

Cross-Reference   Steps
_____   _____

          n.   Using the TAB key, move to Toll Free Number field(s) and type desired toll free phone number.

          o.   Using the TAB key, move to E-Mail Address field and type desired e-mail address.

          p.   Using the TAB key, move to FAX Number field and type desired fax number.

          q.   Using the TAB key, move to FAX Document field and type desired fax document. **S**= Solicitation, **O**= Order, **B**= Both

    3.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Change Vendor Address Table

Overview The AGPS user has the capability to change vendor address records of existing vendor header records for processing in AGPS. This is accomplished by use of the VADR screen. For change of Type 1 or Type 4 with VENC, see 1.2 Change Vendor Header Table. For change of Type 1 or Type 4's 800 number, EDI Mailbox Address, FAX Number or FAX Document Fields use procedures k.-n. listed below.

Inputs
- Required vendor number

- Required changes vendor address information

- Required changes vendor contact information

Outputs
- Updated VADR Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine a vendor address change requirements.

2.   Change VADR record data in AGPS.

VEND 4: VADR   a.   If you are not in the VADR screen, type **VADR** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.
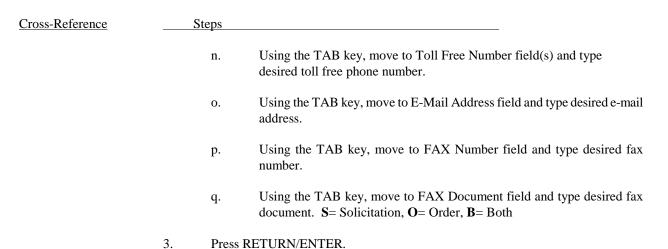
c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

d.   Using the TAB key, move to Address Type field and type desired address type.

e.   Press RETURN/ENTER. Requested VADR record should be displayed.

3.   Type **CHANGE** in the Function line.

a.   Using the TAB key, move to Address Line 1 field and type desired vendor address line 1.

Cross-Reference   Steps
_____

        b.   Using the TAB key, move to Address Line 2 field and type desired vendor address line 2.

        c.   Using the TAB key, move to City field and type desired city for vendor address.

        d.   Using the TAB key, move to State field and type desired state for vendor address.

        e.   Using the TAB key, move to Zip Code field(s) and type desired zip code for vendor address.

        f.   Using the TAB key, move to Country Code field and type desired country code for vendor address.

        g.   Using the TAB key, move to Parish Code field and type desired parish code for vendor address.

        h.   Using the TAB key, move to Contact Person field and type desired contact person name.

        i.   Using the TAB key, move to Contact Position field and type desired contact person title.

        j.   Using the TAB key, move to Contact Phone field(s) and type desired contact phone number.

        k.   Using the TAB key, move to Toll Free Number field(s) and type desired toll free phone number.

        l.   Using the TAB key, move to E-Mail Address field and type desired e-mail address.

        m.   Using the TAB key, move to FAX Number field and type desired fax number.

        n.   Using the TAB key, move to FAX Document field and type desired fax document.

    4.   Press RETURN/ENTER.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.3 Delete Vendor Address Table

Overview   The AGPS user has the capability to delete vendor address records of existing vendor header records that are no longer required for processing in AGPS. **Address type must be other than type 1 or type 4 and a type 1 record must exist**. This is accomplished by use of the VADR screen.

Inputs   ●   Required vendor number

                      ●   Required vendor address type

Outputs   ●   Updated VADR Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine a vendor address to be deleted.

                      2.   Delete VADR record data in AGPS.

VEND 4: VADR   a.   If you are not in the VADR screen, type **VADR** in the Function Line and press RETURN/ENTER.

                                     b.   Type **INQUIRE** in the Function Line.

                                     c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

                                     d.   Using the TAB key, move to Address Type field and type desired address type.

                                     e.   Press RETURN/ENTER. Requested VADR record should be displayed.

                      3.   Type **DELETE** in the Function line.

                      4.   Press RETURN/ENTER.

                                  NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.4 Inquire Vendor Address Table

Overview   The AGPS user has the capability to inquire vendor address records of existing vendor header records in AGPS. This is accomplished by use of the VADR screen.

Inputs
- Required vendor number
- Required vendor address type

Outputs
- Display of requested VADR Table record

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine a vendor and address type to be inquired.

2. Inquire VADR record data in AGPS.

VEND 4: VADR

       a.   If you are not in the VADR screen, type **VADR** in the Function Line and press RETURN/ENTER.

       b.   Type **INQUIRE** in the Function Line.

       c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

       d.   Using the TAB key, move to Address Type field and type desired address type.

3. Press RETURN/ENTER.

      NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested VADR Table record.

4 VENDOR COMMODITY REGISTRATION (STATE PURCHASING)

4.1 Vendor Registration Process

Overview   The AGPS user has the responsibility to register all vendors to be used for AGPS processing of State Purchasing's Vendors. Vendor registration begins with creating vendor header and address records. The user then updates vendor business data and proceeds to the commodity database for completion of the registration process by adding the vendor to the CSVN and CGEO Tables.

Inputs
- Required vendor number
- Required address type
- Required vendor address information
- Required vendor business information
- Required vendor commodity classes/sub-classes
- Required vendor GEO bid code(s)

Outputs
- Updated VEND, VADR, CSVN and CGEO Tables

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine a vendor's registration requirements.

2.   Add VEND Table record for vendor. See Section 4, Vendor Database Maintenance, Chapter 2, 1.1 Add Common Vendor Table.

3.   Activate VEND Table record for vendor. See Section 4, Vendor Database Maintenance, Chapter 2, 1.2 Change Vendor Header Table.

4.   Add VADR Table record for vendor. See Section 4, Vendor Database Maintenance, Chapter 2, 3.1 Add Vendor Address Table.

5.   Add VEND Table record vendor business data for vendor. See Section 4, Vendor Database Maintenance, Chapter 2, 1.2 Change Vendor Header Table.

Cross-Reference	Steps

6.   Add CSVN Table record for vendor. See Section 3, Commodity Database Maintenance, Chapter 2, 9.1 Add Commodity Supplying Vendor Table or 9.2 Add Supplying Vendor - Multiple Classes.

7.   Activate CSVN Table record for vendor. See Section 3, Commodity Database Maintenance, Chapter 2, 9.3 Change Commodity Supplying Vendor Table.

8.   Add CGEO Table record for vendor. See Section 3, Commodity Database Maintenance, Chapter 2, 10.1 Add GEO Bid Codes By Vendor Number or 9.2 Add Supplying Vendor - Multiple Classes.

9.   Add VROL Table record for vendor. See Section 4, Vendor Database Maintenance, Chapter 2, 4.2 Add Vendor Enrollment Fee Table.

4.2 Add Vendor Enrollment Fee Table

Overview The AGPS user has the responsibility to add vendor enrollment fee information to complete the registration of State Purchasing's vendors in AGPS. The vendor enrollment fee is required in order for a vendor to be selected to receive a solicitation when the State Purchasing bid list is used. This is accomplished by use of the VROL screen.

Inputs
- Required vendor number

- Required effective fiscal year

- Required transaction number

- Required amount

Outputs
- Updated VROL Table

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine vendor enrollment fee requirements.

VEND 4: VEND   **Vendor Number** must be key to a valid and active record in VEND Table.

2. Add VROL record data into AGPS.

VEND 4: VROL
- a. If you are not in the VROL screen, type **VROL** in the Function Line and press RETURN/ENTER.

- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.

- c. Using the TAB key, move to Vendor Number field and type desired vendor number.

- d. Using the TAB key, move to Effective Fiscal Yr. field and type desired effective fiscal year for payment.

- e. Using the TAB key, move to Transaction Number field and type 'N' for sequential transaction number to be assigned.

Cross-Reference   Steps

        f.   Using the TAB key, move to Amount field and type desired amount of payment.

        g.   Using the TAB key, move to Comments field and type desired comments in reference to VROL record.

3.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.3 Change Vendor Enrollment Fee Table

Overview   The AGPS user has the capability to change vendor enrollment fee records in AGPS. This is accomplished by use of the VROL screen.

Inputs   ●   Required vendor number

                      ●   Required effective fiscal year

                      ●   Required transaction number

                      ●   Required change to amount

Outputs   ●   Updated VROL Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine vendor enrollment fee change requirements.

                      2.   Change VROL record data in AGPS.

VEND 4: VROL   a.   If you are not in the VROL screen, type **VROL** in the Function Line and press RETURN/ENTER.

                               b.   Type **INQUIRE** in the Function Line.

                               c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

                               d.   Using the TAB key, move to Effective Fiscal Yr. field and type desired effective fiscal year of payment.

                               e.   Using the Tab key, move to Transaction Number field and type desired transaction number.

                               f.   Press RETURN/ENTER. Requested VROL record should be displayed.

                      3.   Type **CHANGE** in the Function line.

Cross-Reference	Steps

a. Using the TAB key, move to Void Transaction field and type desired indicator. Allowable entries are Y or N. System default to N.

b. Using the TAB key, move to Amount field and type desired amount of payment.

c. Using the TAB key, move to Comments field and type desired comments in reference to VROL record.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.4 Inquire Vendor Enrollment Fee Table

Overview

The AGPS user has the capability to inquire vendor enrollment fee records in AGPS. This is accomplished by use of the VROL screen.

Inputs

- Required vendor number

- Required effective fiscal year

- Required transaction number

Outputs

- Display of requested VROL Table record

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine vendor enrollment fee record to be inquired.

2. Inquire VROL record data in AGPS.

VEND 4: VROL

    a. If you are not in the VROL screen, type **VROL** in the Function Line and press RETURN/ENTER.

    b. Type **INQUIRE** in the Function Line.

    c. Using the TAB key, move to Vendor Number field and type desired vendor number.

    d. Using the TAB key, move to Effective Fiscal Year and type desired effective fiscal year.

    e. Using the TAB key, move to Transaction Number field and type desired transaction number.

3. Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested VROL Table record.

4.5 Add Vendor Enrollment Fee Debit/NSF Record

Overview The AGPS user has the responsibility to record that a check has been returned by the bank due to non-sufficient funds, or record that a vendor received a refund of the enrollment fee. This is accomplished by use of the VROL screen.

Inputs
- Required vendor number
- Required transaction number
- Required debit/nsf indicator
- Required amount

Outputs
- Updated VROL Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine vendor enrollment fee Debit/NSF requirements.

VEND 4: VEND **Vendor Number** must be key to a valid and active record in VEND Table.

2. Add VROL record data into AGPS.

VEND 4: VROL a. If you are not in the VROL screen, type **VROL** in the Function Line and press RETURN/ENTER.

b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.

c. Using the TAB key, move to Vendor Number field and type desired vendor number.

d. Using the TAB key, move to Transaction Number field and type 'N' for sequential transaction number to be assigned.

e. Using the TAB key, move to Debit/NSF Ind. field and type desired debit/nsf indicator. **N**=NSF, **D**=Debit (refund)

Cross-Reference   Steps

        f.   Using the TAB key, move to Amount field and type desired Debit/NSF amount.

        g.   Using the TAB key, move to Comments field and type desired comments in reference to the Debit/NSF record.

3.   Press RETURN/ENTER.

     NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5 ADD/CHANGE VENDOR COMPLAINT RECORDS

5.1 Add Vendor Complaints Table

Overview   The AGPS user is provided the capability to add vendor complaint records in AGPS. Complaints relating to non-performance, poor performance, non-compliance, etc. may be recorded. This is accomplished by use of the VCO2 screen.

Inputs   ●   Required vendor number

                      ●   Required complaint agency

                      ●   Required complaint date

                      ●   Required complaint code

                      ●   Required order/contract number

                      ●   Required severity code

                      ●   Required procuring agency

Outputs   ●   Updated VCOM Table

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine a vendor's complaint requirement(s).

VEND 4: VEND   **Vendor Number** must be key to a valid and active record in VEND Table.

AGCY 4: AGCY   **Complaint Agency** must be key to a valid and active record in AGCY Table.

                             Procuring Agency must be key to a valid and active record in AGCY Table.

ORDR 4: ORDR   **Order Number** must be key to a valid and active record in ORDR Table for specified vendor number.

KONT 4: KONT   **Contract Number** must be key to a valid and active record in KONT Table.

INST 4: BTAB   **Complaint Code** must be valid entry in BTAB Table BT (Complaint Code).

Cross-Reference	Steps	

Severity Code must be valid entry in BTAB Table SI (Severity Indicator).

2. Add VCOM record data into AGPS.

VEND 4: VCO2

a. If you are not in the VCO2 screen, type **VCO2** in the Function Line and press RETURN/ENTER.

b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.

c. Using the TAB key, move to Vendor Number field and type desired vendor number.

d. Using the TAB key, move to Complaint Number field and type desired complaint number.

e. Using the TAB key, move to Title Line 1 field and type desired complaint title.

f. Using the TAB key, move to Status Code field and type a status code of **0**.

g. Using the TAB key, move to Complaint Agency field and type desired complaint agency number.

h. Using the TAB key, move to Complaint Date field and type desired complaint date (MM/DD/YY).

i. Using the TAB key, move to Date Received field and type desired received date (MM/DD/YY). Date received must be equal to or less than complaint date.

j. Using the TAB key, move to Order Number field and type desired order number. May be blank if contract number greater than spaces.

k. Using the TAB key, move to Complaint Code field and type desired complaint code.

l. Using the TAB key, move to Severity Code field and type desired severity code.

Cross-Reference   Steps

                      m.   Using the TAB key, move to Procuring Agency field and type desired procuring agency.

        3.   Press RETURN/ENTER.

           NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.2 Change Vendor Complaints Table

Overview   The AGPS user is provided the capability to change vendor complaint records in AGPS. This is accomplished by use of the VCO2 and VCO3 screens.

Inputs
- Required vendor number

- Required complaint number

- Required change to complaint title

- Required change to status code

- Required change to complaint agency

- Required change to complaint date

- Required change to agency contact information

- Required change to complainant name and title

- Required change to complaint text

- Required change to vendor contact information

- Required change to complaint received date

- Required change to complaint code

- Required change to approximate price

- Required change to order/contract number

- Required change to document type

- Required change to class/sub-class

- Required change to severity code

- Required change to procuring agency

- Required change to resolution code

- Required change to resolution date

●   Required change to resolution required date

Outputs   ●   Updated VCOM Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine a vendor's complaint change requirement(s).

VEND 4: VEND   **Vendor Number** must be key to a valid and active record in VEND Table.

AGCY 4: AGCY   **Complaint Agency** must be key to a valid and active record in AGCY Table.

                     Procuring Agency must be key to a valid and active record in AGCY Table.

ORDR 4: ORDR   **Order Number** must be key to a valid and active record in ORDR Table.

KONT 4: KONT   **Contract Number** must be key to a valid and active record in KONT Table.

COMM 4: COMM   **Class/Sub-Class** must be key to a valid and active record in COMM Table.

INST 4: BTAB   **Complaint Code** must be valid entry in BTAB Table BT (Complaint Code).

                     Severity Code must be valid entry in BTAB Table SI (Severity Indicator).

                     Resolution Code must be valid entry in BTAB Table BF (Resolution Code).

                     Status Code must be valid entry in BTAB Table VC (VCOM Status Code).

                     Document Type must be valid entry in BTAB Table DT (Document Type).

2.   Change VCOM record data in AGPS.

VEND 4: VCO2   a.   If you are not in the VCO2 screen, type **VCO2** in the Function Line and
                             press RETURN/ENTER.

                     b.   Type **INQUIRE** in the Function Line.

                     c.   Using the TAB key, move to Vendor Number field and type desired
                             vendor number.

Cross-Reference | Steps
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     d.   Using the TAB key, move to Complaint Number field and type desired complaint number.

     e.   Press RETURN/ENTER. Requested VCOM record should be displayed.

3.   Type **CHANGE** in the Function Line.

     a.   Using the TAB key, move to Title Line 1 field and type desired complaint title.

     b.   Using the TAB key, move to Title Line 2 field and type desired complaint title.

     c.   Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Activating complaint	Type status code = **1**. VCO3 data must be entered before status may be change to 1. If VCO3 data has not been input, proceed to Step 4a below and complete the VCO3 data input before attempting to change status to 1.
Resolved	Type status code = **2**
Print Complaint Letter	Type status code = **3**
Purge Complaint	Type status code = **9**

     d.   Using the TAB key, move to Complaint Agency field and type desired complaint agency number.

     e.   Using the TAB key, move to Complaint Date field and type desired complaint date (MM/DD/YY).

     f.   Using the TAB key, move to Date Received field and type desired received date (MM/DD/YY). Received date must be equal to or less than complaint date.

Cross-Reference   Steps

g.   Using the TAB key, move to Approx Price field and type desired approximate price of order/contract amount affected by complaint.

h.   Using the TAB key, move to Order Number field and type desired order number. May be blank if contract number greater than spaces.

i.   Using the TAB key, move to Contract Number field and type desired contract number. May be blank if order number greater than spaces.

k.   Using the TAB key, move to Document Type field and type desired document type.

l.   Using the TAB key, move to Class/Sub-Class field and type desired commodity class/sub-class.

m.   Using the TAB key, move to Complaint Code field and type desired complaint code.

n.   Using the TAB key, move to Severity Code field and type desired severity code.

o.   Using the TAB key, move to Procuring Agency field and type desired procuring agency.

p.   Using the TAB key, move to Resolution Code field and type desired resolution code.

If ...	Then ...
10 (Invalid)	VRES Action code must be 11

q.   Using the TAB key, move to Resolution Date field and type desired date of final resolution of complaint.

r.   Using the TAB key, move to Resolution Reqd Date field and type desired date of required resolution of complaint.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Cross-Reference	Steps

VEND 4: VCO3

    a.   If you are not in the VCO3 screen, type **VCO3** in the Function Line and press RETURN/ENTER.

    b.   Type **INQUIRE** in the Function Line.

    c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

    d.   Using the TAB key, move to Complaint Number field and type desired complaint number.

    e.   Press RETURN/ENTER. Requested VCOM record should be displayed.

5.   Type **CHANGE** in the Function Line.

    a.   Using the TAB key, move to Agency Contact field and type desired agency contact.

    b.   Using the TAB key, move to Agency Phone field and type desired agency contact phone.

    c.   Using the TAB key, move to Vendor Contact field and type desired vendor contact.

    d.   Using the TAB key, move to Vendor Phone field and type desired vendor contact phone.

    e.   Using the TAB key, move to Complainant Name field and type desired name of person submitting complaint.

    f.   Using the TAB key, move to Complainant Title field and type desired title of person submitting complaint.

    g.   Using the TAB key, move to Text field and type desired complaint text.

6.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.3 Delete Vendor Complaints Table

Overview   The AGPS user is provided the capability to delete vendor complaint records in AGPS that were entered incorrectly, etc. VCOM record status must be **0**. This is accomplished by use of the VCO2.

Inputs   ●   Required vendor number

●   Required complaint number

Outputs   ●   Updated VCOM Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine vendor complaint(s) to be deleted.

2.   Delete VCOM record data in AGPS.

VEND 4: VCO2   a.   If you are not in the VCO2 screen, type **VCO2** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

d.   Using the TAB key, move to Complaint Number field and type desired complaint number.

e.   Press RETURN/ENTER. Requested VCOM record should be displayed.

3.   Type **DELETE** in the Function Line.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.4 Inquire Vendor Complaints Table

Overview   The AGPS user is provided the capability to inquire vendor complaint records in AGPS. This is accomplished by use of the VCO2 or VCO3.

Inputs   ●   Required vendor number

                    ●   Required complaint number

Outputs   ●   Display of requested VCOM Table record

**Completing
The Procedure**

Cross-Reference   Steps

                    1.   Determine vendor complaint(s) to be inquire.

                    2.   Inquire VCOM record data in AGPS.

VEND 4: VCO2
VEND 4: VCO3   a.   If you are not in the VCO2 or VCO3 screen, type **VCO2 or VCO3** in the Function Line and press RETURN/ENTER.

                            b.   Type **INQUIRE** in the Function Line.

                            c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

                            d.   Using the TAB key, move to Complaint Number field and type desired complaint number.

                    3.   Press RETURN/ENTER.

                            NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested VCOM record.

6 ADD/CHANGE VENDOR COMPLAINT RESOLUTION RECORDS
6.1 Add Vendor Complaint Resolution Table

Overview
    The AGPS user is provided the capability to add vendor complaint resolution records reflecting complaint resolution action in AGPS. This is accomplished by use of the VRES screen.

Inputs
- Required vendor number
- Required complaint number
- Required agency/vendor indicator
- Required sequence number
- Required action code
- Required action date
- Required action descriptive name

Outputs
- Updated VRES Table

**Completing
The Procedure**

Cross-Reference	Steps
	1. Determine complaint resolution requirements.
VEND 4: VEND	**Vendor Number** must be key to a valid and active record in VEND Table.
VEND 4: VCOM	**Vendor Number** must be key to a valid and active record in VCOM Table.
INST 4: BTAB	**Agency/Vendor** indicator must be valid entry in BTAB Table AV (Agency/Vendor Indicator).
	Action Code must be valid entry in BTAB Table RA (Complaint Action).
	2. Add VRES record data into AGPS.

Cross-Reference	Steps

VEND 4: VRES

a.   If you are not in the VRES screen, type **VRES** in the Function Line and press RETURN/ENTER.

b.   Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.

c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

d.   Using the TAB key, move to Complaint Number field and type desired complaint number.

e.   Using the TAB key, move to Agency/Vendor field and type desired agency/vendor indicator.

f.   Using the TAB key, move to Sequence Number field and type desired sequence number. Number cannot be equal any other sequence existing in VRES for that vendor and that complaint number.

g.   Using the TAB key, move to Action Code field and type desired action code.

h.   Using the TAB key, move to Action Date field and type date (MM/DD/YY) of resolution action.

i.   Using the TAB key, move to Action by Name field and type desired name for this resolution action.

3.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6.2 Change Vendor Complaint Resolution Table

Overview   The AGPS user is provided the capability to change vendor complaint resolution records reflecting complaint resolution action in AGPS. This is accomplished by use of the VRES screen.

Inputs
- Required vendor number
- Required complaint number
- Required agency/vendor indicator
- Required sequence number
- Required change to action code
- Required change to action date
- Required change to action descriptive name
- Required change to action descriptive text

Outputs
- Updated VRES Table

**Completing
The Procedure**

Cross-Reference	Steps
	1. Determine complaint resolution change requirements.
INST 4: BTAB	**Action Code** must be valid entry in BTAB Table RA (Complaint Action).
	2. Change VRES record data in AGPS.
VEND 4: VRES	a. If you are not in the VRES screen, type **VRES** in the Function Line and press RETURN/ENTER.
	b. Type **INQUIRE** in the Function Line.
	c. Using the TAB key, move to Vendor Number field and type desired vendor number.

Cross-Reference   Steps
_____

        d.   Using the TAB key, move to Complaint Number field and type desired complaint number.

        e.   Using the TAB key, move to Agency/Vendor field and type desired agency/vendor indicator.

        f.   Using the TAB key, move to Sequence Number field and type desired sequence number.

        g.   Press RETURN/ENTER. Requested VRES record should be displayed.

3.   Type **CHANGE** in the Function Line.

        a.   Using the TAB key, move to Action Code field and type desired action code.

If ...	Then ...
10 (Resolved)	User must update VCOM status, resolution code and date with VCO2 to reflect complaint resolution
11 (Invalid)	User must update VCOM status, resolution code and date with VCO2 to reflect complaint resolution

        b.   Using the TAB key, move to Action Date field and type desired date (MM/DD/YY) of resolution action.

        c.   Using the TAB key, move to Action by Name field and type desired name for this resolution action.

        d.   Using the TAB key, move to Action by Name field and type desired name for this resolution action.

        e.   Using the TAB key, move to Line 1 field and type desired descriptive text for this resolution action. Repeat this step for Line 2 & 3.

4.   Press RETURN/ENTER.

Cross-Reference   Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6.3 Delete Vendor Complaint Resolution Table

Overview   The AGPS user is provided the capability to delete invalid vendor complaint resolution records in AGPS. Resolution action cannot be 10 or 11. This is accomplished by use of the VRES screen.

Inputs
- Required vendor number

- Required complaint number

- Required agency/vendor indicator

- Required sequence number

Outputs
- Updated VRES Table

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine complaint resolution requirement(s) to be deleted.

2.   Delete VRES record data in AGPS.

VEND 4: VRES   a.   If you are not in the VRES screen, type **VRES** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

d.   Using the TAB key, move to Complaint Number field and type desired complaint number.

e.   Using the TAB key, move to Agency/Vendor field and type desired agency/vendor indicator.

f.   Using the TAB key, move to Sequence Number field and type desired sequence number.

g.   Press RETURN/ENTER. Requested VRES record should be displayed.

Cross-Reference   Steps

3.   Type **DELETE** in the Function Line.

4.   Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6.4 Inquire Vendor Complaint Resolution Table

Overview   The AGPS user is provided the capability to delete invalid vendor complaint resolution records in AGPS. Resolution action cannot be 10 or 11. This is accomplished by use of the VRES screen.

Inputs
- Required vendor number

- Required complaint number

- Required agency/vendor indicator

- Required sequence number

Outputs
- Display of requested VRES Table record

**Completing
The Procedure**

Cross-Reference   Steps

1.   Determine complaint resolution requirement(s) to be inquired.

2.   Inquire VRES record in AGPS.

VEND 4: VRES   a.   If you are not in the VRES screen, type **VRES** in the Function Line and press RETURN/ENTER.

b.   Type **INQUIRE** in the Function Line.

c.   Using the TAB key, move to Vendor Number field and type desired vendor number.

d.   Using the TAB key, move to Complaint Number field and type desired complaint number.

e.   Using the TAB key, move to Agency/Vendor field and type desired agency/vendor indicator.

f.   Using the TAB key, move to Sequence Number field and type desired sequence number.

Cross-Reference   Steps

    3.   Press RETURN/ENTER.

        NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested VRES record.

7 ADD/CHANGE VENDOR NOTE RECORDS

7.1 Add Vendor Notes Table

Overview   The AGPS user has the capability to add vendor note text records for a vendor header in AGPS. This is accomplished by the use of the VNTE screen.

Inputs   ● Required vendor number

                      ● Required text

Outputs   ● Updated VNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the vendor for which notes will be added and the text to be entered into vendor notes.

2. Add VNTE record into AGPS.

VEND 4: VNTE   a. If you are not in the VNTE screen, type **VNTE** in the Function Line and press RETURN/ENTER.

                        b. Type **G (GET)** in the Function Line.

                        c. Using the TAB key, move to Vendor Number field and type desired vendor number.

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

                        a. Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

                      b.   Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

      4.   Press RETURN/ENTER.

            NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

7.2 Change Vendor Notes Table

Overview   The AGPS user is provided the capability to maintain vendor notes text for a valid vendor header record. This is accomplished by the use of the VNTE screen.

Inputs

- Required vendor number

- Required change to text

Outputs

- Updated VNTE Table

**Completing
The Procedure**

Cross-Reference   Steps

1. Determine the vendor number for which the user will change vendor notes text and the required change to text.

2. Change VNTE record in AGPS.

VNDR 4: VNTE   a. If you are not in the VNTE screen, type **VNTE** in the Function Line and press RETURN/ENTER.

b. Type **G (GET)** in the Function Line.

c. Using the TAB key, move to Vendor Number field and type desired vendor number.

d. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

a. Type **C (CHANGE)** in the Function Line.

Cross-Reference   Steps

         b.   Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

    4.   Press RETURN/ENTER.

       NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

7.3 Delete/Insert Vendor Notes Table

Overview   The AGPS user is provided the capability to delete or insert lines of text for a valid vendor notes record. This is accomplished by the use of the VNTE screen.

Inputs

- Required vendor number

- Required change to text

Outputs

- Update VNTE Table

**Completing
The Procedure**

Cross-Reference	Steps

1. Determine the vendor number for which the user will delete/insert vendor notes text and the required change to text.

2. Delete/Insert text lines in VNTE records.

VEND 4: VNTE

    a. If you are not in the VNTE screen, type **VNTE** in the Function Line and press RETURN/ENTER.

    b. Type **G (GET)** in the Function Line.

    c. Using the TAB key, move to Vendor Number field and type desired vendor number.

    d. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

    a. Type **C (CHANGE)** in the Function Line.

    b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

Cross-Reference   Steps

      c.   Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

            X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

            I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

      a.   If inserting text, type **C (CHANGE)** in the function line.

      b.   Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

      c.   If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5.   Press RETURN/ENTER.

    NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

7.4 Inquire Vendor Notes Table

Overview   The AGPS user is provided the capability to inquire text for a vendor notes record. This is
accomplished by the use of the VNTE screen.

Inputs   ●   Required vendor number

          ●   Required text action

Outputs   ●   Display of requested VNTE Table text

**Completing
The Procedure**

Cross-Reference   Steps

          1.   Determine the vendor number for which the user will inquire text.

          2.   Inquire VNTE record text.

VEND 4: VNTE   a.   If you are not in the VNTE screen, type **VNTE** in the Function Line and
                              press RETURN/ENTER.

                    b.   Type **G (GET)** in the Function Line.

                    c.   Using the TAB key, move to Vendor Number field and type desired
                              vendor number.

                    d.   Using the TAB key, move to Text Action field and type desired text
                              action. See Section 15, Miscellaneous Processing, General Text
                              Processing, Chapter 2 for additional information.

          3.   Press RETURN/ENTER.

                    NOTE: If an error condition exists, AGPS will display the appropriate error
                              messages at the bottom of the transaction screen. Clear the error
                              conditions identified and press RETURN/ENTER. If no error(s) exists,
                              the text line record should be displayed.

8 INQUIRE VENDOR DATABASE RECORDS

8.1 Inquire Vendor Record(s) Data

Overview   The AGPS user is provided the capability to inquire vendor record data in different formats using various keys.

Inputs   ●   Required key(s)

                      ●   Required vendor database inquiry screen

Outputs   ●   Display of requested vendor database inquiry screen data

**Completing
The Procedure**

Cross-Reference   Steps

                      1.   Determine the vendor data to be inquired and the text inquiry screen to use.

                      2.   Inquire vendor database data in AGPS.

                            a.   If you are not in the desired screen, type the desired screen identifier in the Function Line and press RETURN/ENTER.

                            b.   Using the TAB key, move to the required key field(s) and type desired key(s).

                      3.   Press RETURN/ENTER.

                            NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the requested vendor inquiry record should be displayed.

                            Screens provided for inquiry of the Vendor Database is as follows.

VEND 4: VAWD   **VAWD** - This screen is for the inquiry of summary purchase order award data by vendor. Key(s) is vendor number and purchase order/contract number.

Cross-Reference	Steps

VEND 4: VAW2

VAW2 - This screen is for the inquiry of detail purchase order award data by vendor. Table is updated by AGPS batch award processes. Key(s) is vendor number and purchase order/contract number.

VEND 4: VBID

VBID - This screen is for the inquiry of summary bid data by vendor. Key(s) is vendor number and bid document number.

VEND 4: VBI2

VBI2 - This screen is for the inquiry of detail bid data by vendor and bid number. Table is updated by AGPS batch award processes. Key(s) is vendor number and bid document number.

VEND 4: VCOM

VCOM - This screen is for the inquiry of summary vendor complaint data by vendor. Key(s) is vendor number and complaint number.

VEND 4: VEN3

VEN3 - This screen is for the inquiry of summary vendor award and complaint data by vendor. Key(s) is vendor number.

VEND 4: VEN4

VEN4 - This screen is for the inquiry of summary vendor award and bid response totals by vendor. Key(s) is vendor number.

VEND 4: VENI

VENI - This screen is for the inquiry of vendor address(es) by vendor number and suffix. Key(s) is vendor number and suffix.

VEND 4: VENL

VENL - This screen is for the inquiry of vendor address(es) by vendor name. Key(s) is vendor name.

VEND 4: VNAM

VNAM - This screen is for the inquiry of vendor listing by vendor name. Key(s) is vendor name and vendor number.

VEND 4: VNDR

VNDR - This screen is for the inquiry of vendor header and address data by vendor number. Key(s) is vendor number.

VEND 4: VSTA

VSTA - This screen is for the inquiry of vendor listing by vendor header status. Key(s) is vendor header status and vendor number.